

~~SECRET~~
REF ID: A67157

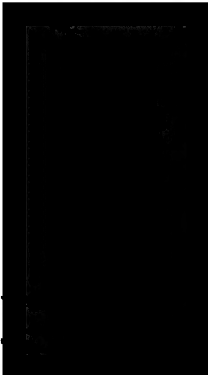
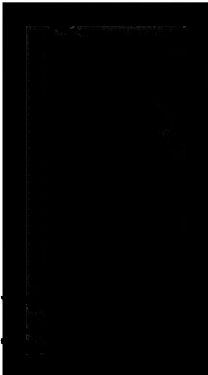
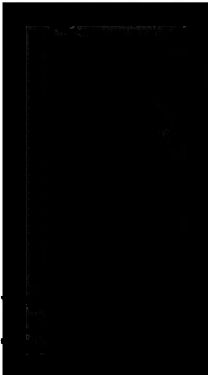
17 June 1960

Geography Division





Encumbent & Grade	Slot & Grade	Branch	Where Employee Working	Duties
()	F-979-7	Off. of Chief		Admin.Ass't/Secretary
GS-5) 25X1A9a	F-634-5	" " "	Detailed to D/OG/X	Sec./Intel.Ass't. Types memos & reports; maintains files & performs routine staff functions; takes dictation.
GS-5)	F-1541-5	" " "	On maternity leave Began: 3 June '60 Return: 17 Oct.'60	Mail control clk for D/OG, T&A's supplies, Part time help to OG/W. Typing as needed.
(GS-4)	F-1520-4	" " "	Not counted on T/O Employee detailed to D/OG/C; expects to resign COB 17 July '60	MIS Production, typing, filing, and assembling
GS-4)	F-1520-4	" " "	Overencumbrance detailed to D/OG/X (Midcoast)	Clk-typist/Intel.Ass't Aide
GS-4)	F-1520-4	" " "	Overencumbrance. Detailed to D/OG/C. May leave in October.	MIS production. Typing, proofing, assembly & dissemination

SECRET

Geography Division

Incumbent & Grade	Slot & Grade	Branch	Duties
 (GS-6) 25X1A9a	F-1521-7	USSR/D/GG	Intel. Ass't. Acts as research aide. Reviews incoming intelligence documents and assigns to proper analysts. Types drafts and finished manuscripts. Maintains research files.
 (GS-7)	F-1525-7	Europe/D/GG	Intel. Ass't. Performs routine type research under analyst direction; reviews incoming intelligence documents and assigns to proper analysts; types drafts and finished manuscripts; maintains files.
 (GS-7)	F-947-7	Far East/D/GG	Intel. Ass't. Assists professional analysts in less difficult research. Types Branch report drafts, distributes mail and intelligence documents.

6 clericals - 34 professionals

1. At present no marginal performers.
2. Help most needed in GG/W. If possible intelligence assistant, but if not clerk-typist would be O.K. too. GG/C needs two full time persons. Both should be top notch typists. All of these employees are desired as soon as possible.
25X1A9a
3. With  on maternity leave,  resigning O.G.B. 17 July 1969, and the possibility or  leaving in October---  is only employee left to farm out.